

**SELECT BOARD
PUBLIC MEETING MINUTES
MONDAY, OCTOBER 28, 2013**

Approved November 4, 2013

Select Board Chair Jim O'Brien called this regular meeting of the Select Board to order at 5:35 p.m. on Monday, October 28, 2013, in the large meeting room in the Town Hall. Mr. O'Brien introduced the members of the Board. George Langwasser led the group in the Pledge of Allegiance.

Members Present: Jim O'Brien, Chair, George Langwasser, Vice Chair, Sue B. Strickford, Sara Persechino, and Ken Traum

Staff Present: Neal Cass, Town Administrator, Jessica Bailey, Recreation Director, Karen Robertson, Planning/Zoning Director, Deb Gallant, Finance Director, Chuck Gangel, Town Clerk/Tax Collector and Robin Buchanan, Administrative Assessing Assistant

Public Present: Janet Krzyzaniak, Rob Dapice, Ken Holmes and Danny Coen

II. ADMINISTRATIVE

Consent Agenda

Board members reviewed documents for signature and approved unanimously the Consent Agenda taking the following action on motion made by Mr. Traum and seconded by Mr. Langwasser:

Accounts Payable Manifest	\$ 1,232,611.20
Building Permit	Cover, Jacob & Kelley Map 225 Lot 80
Building Permit	Metzger, Scott & Lisa Map Map 250 Lot 15-3
Intent to Cut	Newcomb, Richard Map 240 Lot 27

Approval of Minutes

The Board reviewed the public meeting minutes of the Select Board dated October 21, 2013. Mrs. Persechino made a motion, seconded by Mr. Traum to approve the minutes of the meeting held on October 21, 2013.

VOTE: O'Brien, Langwasser, Strickford, Persechino and Traum voting in favor of the motion; no votes against, MOTION APPROVED 5-0.

The Board reviewed the public meeting minutes of the Select Board dated October 22, 2013. Mr. Langwasser made a motion, seconded by Mrs. Persechino to approve the minutes of the Meeting held on October 22, 2013.

VOTE: O'Brien, Langwasser, Strickford, Persechino and Traum voting in favor of the motion; no votes against, MOTION APPROVED 5-0.

III. BUDGET WORK SESSION

1. Neal Cass Budget Overview

Mr. Cass stated there is no power point presentation as the numbers are still preliminary. He explained the process of meeting with Department Heads, noting that no changes have been made to the Department Head budgets. He also stated the Fire Station, if approved, will have no tax impact in 2014.

Chairman O'Brien went over the process of the Department Head budget presentations, noting it would be a general overview.

2. Karen Robertson, Planning & Zoning

Karen Robertson presented the budget for Planning and Zoning, noting there is a full time Planning Director and a part time Code Enforcement Officer. A discussion ensued, with regards to the number of inspections that are required for the Hopkinton Fair to open. Chairman O'Brien inquired if the Fair paid for those inspections. Mrs. Robertson replied no. She further stated there are 76 concession stands and 39 rides to inspect. Mrs. Robertson explained the cost of advertising is at the expense of the applicant. Mr. Traum asked if code enforcement hours are needed for as many hours as it is budgeted for. Mrs. Robertson responded it can vary from day to day; also noting that John Pianka, Code Enforcement Office, only works Mondays and Wednesday from 8:00 am to Noon.

3. Deb Gallant, Finance

Deb Gallant presented the budget for the Finance Department. She explained the reason for the increase in the budget is due to the audit and Muni Smart contracts. She also stated retirement is mandated by NH Retirement. All other line items stayed the same. Mr. Traum inquired about the Fixed Assets line. Mrs. Gallant replied it has to do with GASB (accounting standards). She further explained the merit pool allowance is currently in Personnel Administration; however, it will be distributed to each department. Mrs. Gallant stated there are two new lines in the budget, one is Employee Training and Education, this would be for in-house training of staff; and Employment Advertising. This would take it out of each department and place it in one line item. A discussion ensued with regards to showing the insurance in each department vs. listing it all together under one line item. Mr. Traum inquired as to the advantage to keeping it the way that it is. Mr. Cass replied the expense is charged to the department the employee works for. Mrs. Gallant presented the budget for Property/Liability Insurance; noting a decrease in Unemployment Insurance and Workers' Compensation. However, she also noted she would have a better number for the property/liability portion soon. Mrs. Gallant presented the budget for Debt Service noting the interest amounts have dropped, however, we will be adding the new Highway Garage. Mrs. Gallant presented the budget for the Tax Anticipation Note (TAN). Mrs. Gallant stated we have not had to use the TAN this year; however, we keep it in the budget just in case it is needed.

4. Chuck Gangel, Town Clerk/Tax Collector

Mr. Gangel presented the budget for the Town Clerk/Tax Collector's Office, noting that some line items increased and decreased depending upon the number of elections we have in one year. A discussion ensued, with regards to hiring a full time or part time person for the office. A discussion also ensued with regards to changing the hours of the Town Clerk/Tax Collector's office to match the hours at the Town Hall. Mrs. Strickford noted many people get paid on Friday and come and register their cars on Friday afternoon. Mr. Gangel stated that he wanted to commend Melissa Courser for holding down the office during a difficult time last year. A further discussion ensued with regards to electing or appointing a Town Clerk/Tax Collector. Mr. Gangel completed his budget overview with the Board.

At this time, Chairman O'Brien inquired of Jessica Bailey if she would allow Danny Coen to go before she presents her budget. She replied that would be fine.

Danny Coen is in to talk to the Board about the shoulder on Dustin Road. He stated it is a safety issue and he thought it would have been taken care of last year. Mr. Cass replied that it should have been done before; however, it will be done this year. The Highway crew is currently on Hatfield Road and is working their way to Dustin Road.

5. Jessica Bailey, Recreation Director

Jessica Bailey presented the budget for the Recreation Department and for the Recreation Revolving Fund Account. She informed the Board that Kimball Pond Staff line item is lower; she has eliminated the Instructors line item as they are paid out of the program money. She also stated the ice rink will be going in at George's Park, at this point she can only estimate the costs. With regards to the Part Time Staff line item, Mrs. Bailey explained the field liner has only recently started and that is why the line looks under budget. Mr. Traum inquired what that position does. Mrs. Bailey stated he lines the fields, maintains the equipment, and will be purchasing the paint. Mr. Langwasser inquired about the Kimball Pond Expense line. Mrs. Bailey stated she had an issue with obtaining certified lifeguards. So she hired 4 high school students and they are required to work for the Recreation Department for 2 seasons and the Recreation Department will pay for their certification. Chairman O'Brien inquired if the Kimball Lake Property Study Committee had met. Mrs. Bailey stated only the one time here, however, they are scheduled to tour the cabins on November 3. A discussion ensued, with regards to part time staff paid out of the budget and the part time clerk paid out of the Revolving Fund. Mrs. Bailey stated Summer Camp is running in the green. Mr. Cass commended Mrs. Bailey's effort in keeping the summer camp self-funding. Mr. Traum inquired if the lifeguards give swim lessons. Mrs. Bailey stated no, only instructors. A further discussion ensued with regards to the part time clerk that is paid out of the revolving fund. Mrs. Bailey would like to keep the position as it has enabled her to get caught up and offer more programs. Mr. Traum inquired what kind of new programs. Mrs. Bailey stated Laser Tag, which had to be cancelled due to low registration and pumpkin carving, which was very well attended. Mrs. Bailey also stated there were 19 new faces at the Senior Center Open House held recently. She also thanked the Recreation Committee for their outstanding work and support.

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Mr. Langwasser moved to go into a non-public session regarding negotiations under the provisions of Nonpublic Session RSA 91-A: 3 II (e). Mrs. Persechino seconded the motion.

VOTE: Select Board Members Langwasser, Strickford, Persechino, Traum and Chair O'Brien voted in favor, and the Chair declared the motion to have carried unanimously (5-0).

The Board and the Town Administrator went into nonpublic session, as recorded separately, at 7:45 p.m. The Board returned to public session at 8:55 p.m.

These minutes were not sealed.

NON-PUBLIC SESSION II-RSA 91-A: 3 IV (a) Personnel

Mr. Langwasser moved to go into a non-public session regarding a personnel issue under the provisions of Nonpublic Session RSA 91-A: 3 II (a). Mrs. Persechino seconded the motion.

VOTE: Select Board Members Langwasser, Strickford, Persechino, Traum and Chair O'Brien voted in favor, and the Chair declared the motion to have carried unanimously (5-0).

The Board and the Town Administrator went into nonpublic session, as recorded separately, at 8:55 p.m. The Board returned to public session at 9:14 p.m.

Vote to seal nonpublic minutes:

Mr. Traum moved to seal the minutes of the just completed nonpublic session permanently. Mrs. Persechino seconded the motion.

VOTE: Select Board Members Langwasser, Strickford, Persechino, Traum and Chair O'Brien voted in favor, and the Chair declared the motion to have carried unanimously (5-0).

ADJOURNMENT

There being no further business, motion by Ms. Persechino, seconded by Mr. Traum to adjourn the meeting. Vote 5-0 in favor of the motion. The meeting adjourned at 9:15 p.m.

Respectfully submitted,

Robin Buchanan

Administrative Assessing Assistant

These minutes are not official until approved by the Board of Selectmen at their meeting